

**OFFICE OF THE GENERAL COUNSEL**  
**Division of Operations-Management**

**MEMORANDUM OM 11-63**

June 10, 2011

TO: All Regional Directors, Officers-in-Charge  
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Training Tuesday Program Update

OM 06-35 announced the national pilot training program known as "Training Tuesdays". Due to the overwhelming success, this program will continue to be offered on a regular basis. Thus far in FY 2011, thirty-two sessions were held on sixteen different topics. Over 250 individuals from every Regional, Sub-Regional and Resident Offices, nineteen (19) Headquarters' Offices and four (4) Administrative Law Judges' Offices have participated in the Training Tuesdays Program. This program would not be the success that it is without the assistance of the excellent instructors from the Field and Headquarters.

The training schedule has recently been updated to include the following topics:

- What the Agency's Library Can Do For You
- Basic Excel
- The Change Cycle: Coping with Change
- Adobe Acrobat Professional
- Casehandling Guidelines; A Review of Recent OM and GC Memos and Initiatives
- Facebook and the Board: Is There Something To "Tweet" About?

The schedule of dates and times for these trainings can be found on the Operations website on the Surfboard at:

<http://nlrbnet.nlr.gov/Operations/Compliance/Training%20Tuesdays/Training%20Tuesdays%20Schedule.htm>

These sessions are open to everyone. If you are Interested in participating, obtain permission from your supervisor and then go to the Training Tuesdays Website to submit a registration form.

Although participation in the Training Tuesdays Program is voluntary, based on the evaluations received by the participants, these programs are valued by our employees because the sessions help develop skills and provide a forum for employees to meet and discuss common interests and problems. Accordingly, it is helpful that

Regions refrain from scheduling training and staff meetings on dates that conflict with the Training Tuesdays Program.

The Division of Operations-Management is excited to announce that the Office of Employee Development (OED) will be taking over the planning and implementation of future programs starting in October. OED will continue to work with members of the Operations' staff and representatives from the Field when developing the program. Under OED's guidance, the program will still be committed to providing "the training you need, when you need it."

In order to ensure that employee needs are being met, OED is soliciting your input on training sessions in which you would be interested in participating. By completing the [Training Tuesday's Needs Survey](#), you will be helping to identify the kinds of training that you believe are most needed for your professional development. By completing the survey, you will help the Training Tuesdays Planning Committee determine what topics are most needed and important to you.

After the survey results are analyzed, volunteers will be solicited to conduct focus groups to follow-up on the results and help design training opportunities to meet the needs identified. If you are interested in volunteering for a focus group, please, contact Human Resource Development Specialist Dustin Norwood via email.

Any questions concerning this program should be addressed to your Assistant General Counsel or Deputy.

/s/  
R.A.S.

cc: NLRBU

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